

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-04004



POSITION: REC AID (GEAR ISSUE) NF-01

SALARY: \$5.75 - \$6.50 PH

LOCATION: RECREATION DIVISION

OPEN: 15 APRIL 2004
CLOSE: UNTIL FILLED

AREA OF
CONSIDERATION: COMMUTING AREA

(x) Spouse Preference Eligible
(x) Involuntary Separated Military

(X) Regular Full-Time	(35-40 Hours Per Week)
() Regular Part-Time	(20-34 Hours Per Week)
() Flexible	(0-40 Hours Per Week)

() One-Time Basis
(x) Establish Register
() Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Responsible for issuing and receiving recreational equipment, uniforms and athletic equipment from authorized patrons and returns to proper storage area. Maintains an accurate inventory on all equipment and keeps a daily record of all delinquent returns of equipment. Operates washers and dryers to keep soft goods clean and dry for issue. May provide work guidance to recreation aids in the proper maintenance of athletic equipment and the use of recreational equipment. Will be required to operate a cash register and be responsible for a change fund and the accountability of monies collected from user fees. Responsible for resale inventory and estimates needs and suggests actions to the supervisor for restocking and replacing of items. Performs other job-related duties as assigned.

QUALIFICATIONS:

Must have a working knowledge of job functions within the Drill Hall and knowledge of regulations as set forth by the Morale, Welfare and Recreation Department, NAS Policies and BUPERS Regulations required in the performance of duties desired. Ability to operate cash register and deal effectively with the public. May be required to lift objects up to 50 pounds.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.